COMDTINST 1650.38
01 AUG 2007

COMMANDANT INSTRUCTION 1650.38

Subj: COMMAND CENTER OF THE YEAR AWARDS

Ref: (a) U.S. Coast Guard Command Center Manual, COMDTINST M3120.20

1. PURPOSE. To recognize the outstanding planning, coordination and mission execution provided by Coast Guard Area, District and Sector/Group Command Center personnel who have distinguished themselves through their demonstrated "tenacity, ingenuity and zeal" in the response of an incident.

2. ACTION. Area, district and sector/group commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. None.

4. DISCUSSION. Command Center personnel plan, coordinate and facilitate the execution of all 11 Coast Guard missions 24 hours a day, seven days a week. Two awards, the Area/District Command Center of the Year award and the Sector/Group Command Center of the Year award recognize their contribution to mission execution during the previous calendar year.

5. AWARD CRITERIA. Nominations should be submitted for Command Center personnel who have distinguished themselves through their ingenuity, tenacity and zeal in responding to a single incident in any mission area. Nominees may be an individual or a team. In those cases where a number of distinct incidents occur simultaneously, one incident shall be nominated with the others mentioned as exigent circumstances.

    a. All personnel who perform duties at Area/District Command Centers are eligible for the Area/District Command Center of the Year award.

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b. All personnel who perform duties at Sector/Group Command Centers are eligible for the Sector/Group Command Center of the Year award.

6. RECOGNITION. Award winners will be notified via ALCOAST and will receive a commemorative engraved plaque and a formal citation outlining the actions taken by the winning individual or team.

7. PROCEDURES.

a. The awards are presented annually. The period of eligibility is from January 1 to December 31 of each year. Nominations are due by March 1st each year for the period just ended. The evaluation process is administered by CG-3RPR and the Command Center Standardization Team and based on the criteria in paragraph 5. Winners will be announced by May 1st.

b. Nomination submissions should be no more than 3 pages in length, using the following format to describe the actions taken:

(1) Name of watchstander(s);

(2) Inclusive dates of incident summary;

(3) Executive summary of incident;

(4) Investigation and planning efforts;

(5) Resource management;

(6) Difficulties encountered and surmounted;

(7) Results of efforts; and

(8) Additional background information.

c. Nominations should be sent directly to: Commandant (CG-3RPR-1), 2100 Second St. SW, Washington, DC 20593. Attn: Command Center of the Year Award. Electronic mail may be used for submissions with signed command endorsement copy to follow.

d. Commandant (CG-3RPR) shall be responsible for coordinating changes and funding this program as appropriate.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

9. <u>FORMS/REPORTS</u>. None.

WAYNE E. JUSTICE /s/
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Assistant Commandant for Response